

GLOSSARY OF TERMS

TERM	DEFINITION
ACES	A utomated C ommunications E xchange S ystem: An Internet application for Employers to submit health, membership, and payroll transactions for Active Members (not Retirees), and access participant information.
Add Dependent (function)	Adds new dependent(s) to a participant's health coverage.
AESD	Actuarial and Employer Services Division (CalPERS)
Agency Employee ID	For the employer's use only. This information is not recorded on COMET.
Agency-Submitted Files	On-line list of transaction files submitted to ACES for processing (accessible via the Retrieve Files function).
Appointment	An individual's CalPERS enrollment is known as an "appointment."
As Of Date	The date that determines the time period for the displayed information. The default As Of Date is the current date; information can be retrieved for a previous date by changing the As Of Date.
Back-end batch process	The process by which COMET accepts and processes transactions submitted by employers.
Certification	The process by which CalPERS verifies that an employer has fulfilled the prerequisites (hardware/software, file layout, etc.) for ACES File Transfer processing.
Change Medical Group (function)	Changes a participant's Medical Group.
Change Demographics (function)	Changes dependent demographic information.
COBRA	Consolidated Omnibus Budget Reconciliation Act. COBRA continuation coverage allows participants to continue health coverage if they leave the group plan or become ineligible for health benefits. The cost is 102 percent of the group monthly premium rate.
COMET	CalPERS On-Line Member and Employer Transaction database; processes and records health and membership data.
Delete Dependent (function)	Deletes a dependent from a participant's health coverage.
Demographic Information	Participant/dependent name, gender, and birth date.
Employer/Organization, Agency	The entity that employs a CalPERS/STRS/Non-PERS Participant/subscriber.
Employer Contact Center (ERCC)	Assists employers with ACES questions, troubleshoots problems. (888) CalPERS (225-7377)
File Transfer	File Transfer uses the Internet to send data files already entered and saved via the employer's in-house system. (Compare with Internet Forms.)
Get Status (function)	Provides information about employer-generated data files and report requests.

TERM	DEFINITION
Internet Forms	Electronic forms accessed through ACES, allowing electronic submission of the AESD-1 and HBD-12 enrollments and changes.
ITSD	Information Technology Services Division (CalPERS)
Navigation Tree or Menu	The list of ACES functions that appears on the left of every screen. Clicking on folder/document icons takes the user to the desired function.
New Enrollment (function)	Adds a new PERS or Non-PERS appointment, with or without an attached health enrollment.
Participant (Subscriber)	An individual enrolled with CalPERS to receive Health, Membership, or other benefits/services.
Participant Change (function)	Changes a Participant's address and/or demographic data.
Participant Inquiry (function)	Retrieves a Participant's Health and Membership information.
Party Rate	A one-digit health code:
	Enrolling:
	1 Participant only
	2 Participant plus one dependent
	3 Participant plus two or more dependents
	It is also an indicator whether the Participant and/or dependents have Basic, Supplement/Managed Medicare, or combination Basic and Supplement/Managed Medicare coverage.
Periodic Extract	A monthly, system-produced list of all transactions that do not have a transaction status of "Successfully Applied" or "Completed"; a cumulative list of outstanding errors.
Primary Care Physician	The physician selected to coordinate all health care, referring the patient to a specialist as necessary.
Retrieve Files (function)	Provides information to users related to ACES-generated reports.
SSL	Secure Socket Layer: Designed to provide secure communications on the Internet.
Status (function)	Enables users to request and receive information about transactions submitted to ACES through File Transfer, Internet Forms, or User Account Maintenance.
Subscriber (Participant)	The individual enrolled with CalPERS to receive Health, Membership, or Payroll benefits/services.
Tracking ID	The number assigned to a batch by ACES.
URL	Uniform Resource Locator: Internet address that directs a browser such as Internet Explorer or Netscape to an Internet resource.
View/Manage Batch (function)	Holds saved transactions in batches until submitted to CalPERS for processing. Transactions with Agency Errors are returned to View/Manage Batch for correction.